



Due to the COVID-19 pandemic, this meeting will be held virtually using the Zoom Platform.

Kent Park and Recreation
February 18, 2021
Zoom Meeting 5:30

Members Present:

Steve Mitchell
Jake Ferlito
Neil Dukes
Kathleen Wiler
Debbie Smeiles

Staff Present:

Melanie Baker
Sam Tuttle
Megan Johns
Karen Magilavy
Nancy Pizzino

Council Liaison

Gwen Rosenberg

Mr. Mitchell called the meeting at 5:30. Roll was noted and is listed above. **A motion to approve the minutes of January 21st was made. Mrs Smeiles moved to approve and Mrs. Wiler seconded, all were in favor and there was no discussion and the motion passed unanimously. Moving forward we will call individual board members votes instead of a show of hands. Mr. Mitchell yes Mrs. Smeiles yes Mr. Ferlito yes Mr. Dukes yes Mrs Wiler yes and the motion passed unanimously.** Melanie will have the minutes for the special meetings of February at our next meeting

Personal Appearances None

Correspondence None

Staff Reports

Revenue Steve noted a drastic difference between 2020 and 2021. That is Covid related. It has had a huge impact.

Expenditures Nancy has cut expenses in expenditures because of less revenue. She has reduced staff, reduced days reduced food, supplies and rentals. The fiscal year runs calendar year would have been approved in November. We follow the same schedule as the rest of the city departments. Parks and Rec has

5 different account lines we did decrease by 20% in May as directed by the City Manager. Hopefully we will soon get back to normal. We have fewer kids in the Kidz Club and fewer staff. The kids that do attend are attending part time. The budget is presented in May and goes to the county in June. The next year's budget is prepared in August, September, and October. The Capital Budget is presented to council in November and the Operating Budget in December for final approval. All the city departments go into council together. The budget runs on calendar year. The budget is done by the director, and needs approved by the board in November. Our budget was submitted and is part of the city budget. Sam and Nancy received a copy this year. Melanie can send out copies to the board. We have 5 different lines that funds and revenue are allocated into, administration, fitness center, child care, and baseball/softball and tackle football. Any shortfalls are made up by the city's operating budget. Those funds are forwarded to different departments as council sees fit. Council appropriates and approves the budget in December. In May Dave Ruller had asked each department to decrease their budgets by 20%. The overall budget for P&R was decreased an additional 6.4% on top of the 20%. P&R has funding by our bond issue. Hopefully people start getting more comfortable and back to activities. We have increased a little bit in KYBS registration. Steve asked what is miscellaneous. Nancy said we get a onetime income from refund of unemployment. Next meeting add miscellaneous to the revenue report. We are trying to cut and eliminate as much as we can. Donations are toward trees and programs like Art in the Park, and last year we got a donation for \$10,000 for tackle football. Kathleen asked about getting a final budget for different programs. Nancy has a budget for every program, she can get budgets for any of the programs and put it into the board packet. Some lines have multiple programs and would not separate out into individual programs. Melanie asked Nancy and Sam if we do an annual report and if this would answer Kathleen questions. John always did graphs. They answered that they do that every year. Sam said last year there was not an annual report done. We can work on 2020 to get caught up. She does budgets before all programs so staff is aware how much to spend on expenses; supplies, food, field trips etc. This would help the new director too. We can send the 2019 annual report to the board to help their understanding.

Park Report There is just a lot of snow. The crew makes sure all our parking lots and the sidewalks are clear. The 4 wheeler does the downtown and board walk and stairs and it takes an entire day. Any park that has a sidewalk has to be cleared. Sam and crew created a floating boardwalk at Jesse Smith vernal pool. They used all recycled product for the entire thing and it only cost \$47 in bolts. It can be made longer if needed in the future. Debbie asked if we still do city sidewalks. Yes we do we just got the machine back from being repaired. The north leg was just completed from the High School to 261. As soon as the south leg is done we will work on the east leg. That is difficult because it is 2 lanes. This is the most snow we have seen in a couple of years. The snow plow cover the sidewalks.

Recreation Report We have a new photo contest now. Home Town Bank is sponsoring the prizes. \$100 for each photo contest of each season. Debbie asked for clarification they don't have to live in Kent just take pictures of Kent. Steve asked how we get our information out to people, we have a flyer for the contest. Nancy said we do an e-newsletter every month. We send a monthly newsletter, we have the marquee out front, and we are in the Tree City Bulletin and active with social media and our website. The e-newsletter goes to our entire data base. If we want to target specific group we can. Kathleen said we should send specific emails to let people who were in the program last year that people need reminded for that specific program. Gwen said to target programs that need to boost numbers. Patty will put events on the down town electronic sign. Applications for Art in the Park were sent out and we will not have the Adult Egg hunt, we would need to get sponsor and collect all the giveaway and having 800 people in the park is not a good idea because of Covid. Tumbling is back this year, we did not run it last year. Kim, Megan, and Meryl are putting together a plan for a traveling youth egg hunt at 5 different parks. Youth must register, it is free and we will cap it at 500. The different parks will have groups spread out and if they win a prize they would come to the Shelterhouse in Fred Fuller. They can visit the parks and socially distance. Hopefully the Kent Jaycees will

sponsor and volunteer again. Steve said he would be happy to help. Debbie said not a lot of business have the money for the Adult Egg Hunt. Megan has CPR and First Aid training coming up and our staff can keep up their required trainings. Another Babysitter Training is coming up in March and Megan spoke with Mike Lewis of the KPD as Melanie suggested last month. The kids will get used to seeing police officers and not be scared. Once kids are trained they can volunteer at Kids Night Out to get experience. Registration for Hawaiian hangout will begin April 1st. We also will offer Hawaiian Hang out Jr for the preschoolers. We can't do field trips or the inflatable obstacle course. We will only take 20 kids and we used to take 50. Right now the before and after school program has 50 kids each only attending 2 days a week. Hopefully next year we will get back up to 150. Megan has kindergarten parents interested in attending next year. We usually had daily and weekly rates, but not this year. Megan spoke with Jim Soyars and the school feels that the hybrid program is working and expect to continue this for the rest of the school year. Jake had heard that the teacher's vaccines were lost in Tennessee, due to the bad weather. Our payments for childcare from Job and Family services is also so low because, the kids approved for full time cannot get enough hours to qualify for those families. They cannot reach 7 hours and we get paid hourly only \$5 per hours. We closed Longcoy so we could cut staff and food orders. The licensing requires certain standards for food. We used the Curtis Foundation for our summer program kids and community kids. We have had some staff with Covid and if kids had it we don't allow them to attend. We did get a grant in the summer to cover some of the cleaning expenses. We are constantly cleaning and sanitizing.

Summer Camp planning has begun right now we can have 9 kids per classroom compared to pre-pandemic where it was 30 or 45. Based on the numbers per table 24 to 28. Megan will bring the attendance up to about 30 kids at each camp. Megan did a survey to ask parents with kids in the program last summer about summer camp and how comfortable they are with swimming, bussing, etc. We are hoping to open camps to current families in April and new families in May. Jake said the swimming pool repairs haven't started yet, maybe soon because the swim team just finished. Jake asked Nancy about Flag Football and will it be held in the spring? We are not cancelling Flag Football and had talked about running it opposite tackle football. We talked about running it in the spring. Then any kids who want to do both would be able to do so. She said please have the parent call me. We may have 5-6 week clinic for Flag Football before the tackle season.

Director Report

1. We are working with OPRA. The application process closed February 1st. They received 152 applications and reduced that to 52 applications. Melanie and Suzanne and Woody further narrowed it down to 15 for the board. One person withdrew. When the board met the February 11th it was narrowed down to 8. Now they are setting up interviews for next Monday and Tuesday. We will meet again Monday and Tuesday to discuss and narrow that down to 3 or 4. Candidates will receive a list of questions and then in person visits for the last 3 or 4 candidates. The applications were excellent, all seem to be strong candidates. Melanie would like to encourage the board before the interviews, please read the chapter 165 of the codified ordinances and the charter of the boards and commissions. It will help as you go through the interviews. You will know exactly what the responsibilities and duties of the Parks & Recreation Director and of board members. Gwen was reviewing the charter before the meeting. The budget, expenditures, and the timeline is covered in the ordinance.
2. The Harvey House is a multi-family building with 8 units at 700 Lake St. The Park in Lieu Fee would be \$6240. The developer is requesting they get designated for 55 and older. Then the formula would change from 2.6 per unit to 2.0 per unit. It would be updated in the future if he gets the federal designation. **Melanie requested a motion for approval based on codified ordinance for \$6240.** Debbie asked how a single family unit has an occupancy of 2.6. Melanie said it is based on the code: multi-family is 3.2 and everything else is 2.6. Melanie will suggest to the new director that this chapter of the ordinance be revisited. The developer is Jerry Coen. **A motion was made to accept the Park in Lieu Fee for 700 Lake St. of \$6240. Mrs. Smeiles moves, Mrs. Willer seconded.** Park in Lieu requires land for park development and the developer can pay a fee instead of land. In

larger developments there can be a combination of land and fees. The fees goes to parks capital improvements. Green space is desirable but fees are accepted if land is not available. The minimum development is 3 acres. Previously the city matched that fee and that question is on moratorium right now. The Law Director is still looking into the matching fees. **Vote taken: Mr Ferlito yes Mr. Mitchell yes Mrs. Wiler yes Mrs. Smeiles yes Mr. Dukes yes, and all in favor motion passed unanimously.**

3. Melanie is requesting approval of the Brady Leap Project memorandum of understanding to be signed by the board and city manager. The total loan of \$460,000 to the Parks and Recreation Board. And the city will contribute \$120,000, the amount due will be adjusted after completion of the project, to reflect actual charges. This will leave a balance of \$340,000. To be used to pay down the loan; Park Fee for 211 Franklin \$12,000 Park Fee for 700 Lake St \$6,800 CDBG funding for parking lot improvement at the rec, \$15,000, a portion of the Building Capital \$5,000, city sidewalk snow removal done by the park crew annually \$16,000. The city is unable to commit an inspector for this project because of other projects. **Melanie asks for a motion to approve as written, Mr. Dukes moves and Mr. Ferlito seconded.** It is going to council in March for approval. It is a 5 year repayment commitment. The contract will be adjusted when complete. The Brady Lake Project will include expanding and widening the trail, adding the stairs with bike stairs at Main St. Bridge. The trail will be widened from Main to where the Crain Avenue Trail is completed, right at Brady Leap. At this point the trail will be continued to the Main Street Bridge. This includes 3 entrances to the trail it will include grading and handicap accessibility there will also be stair cut in to create another access to the river near the flat rocks. The old observation deck has been removed and a new one will be installed and new lighting. This whole trail connects from Ravenna, Towner's Woods, and River Bend to downtown then to Tallmadge.. The CDBG monies from the Rec Center parking lot can be used for this project because it meets the same federal requirements. The Parking Lot at the Rec can get better prices from asphalt companies since there is not federal requirements to be met. The Rec Parking Lot will still get done this year. Sam can piggyback with an asphalt company that is already working for the city. Steve said looking at the numbers we will be paying \$68,000 back to the city. It is a source of worry since our revenue has gone done. Hopefully we will regain the revenue. P&R bond issues stays relatively flat. We have a bond issue coming up can we increase instead of a renewal? The cuts will only be for 5 years. **The motion was voted on Mr. Ferlito yes Mr. Mitchell yes Mrs Smeiles yes Mr. Dukes yes, Mrs Wiler yes. All in favor motion passed unanimously.**
4. Melanie received information about the Freedom Trail Connector from Jim Bowling of Engineering. Summit County Metro Park is designing a connector from the Freedom Trail to the Tompkins Trailhead. The map shows the parking area and pedestrian bridge over the rail road tracks and gets bikers and hikers safely around Middlebury Rd. Summit County Metro Parks have received grants and federal funding and do not need any money or contributions from Kent other than a right of way on the road. We have great connectivity within the city and the neighboring communities.

Additional: The minutes for the executive sessions in February will be include in the March minutes. Gwen suggestion the board consider an audit on the budget to look for redundancy and inefficiencies. Look for a reset to new director. Borrowing less would be worthwhile. Steve said we should look at our chapter 165 and for the Director and the Board Members responsibilities.

At 7:30 Adjourn Motion made by Kathleen, and Jake seconded and all in Favor.